

RESOLUTION OF THE
GOVERNMENT SERVICES COMMITTEE
OF THE NAVAJO NATION COUNCIL

21ST NAVAJO NATION COUNCIL - FOURTH YEAR, 2010

AN ACTION

RELATING TO GOVERNMENT SERVICES; APPROVING THE AMENDMENT OF
THE PLAN OF OPERATION FOR THE DIVISION OF GENERAL SERVICES,
RECORDS MANAGEMENT DEPARTMENT

BE IT ENACTED:

1. The Navajo Nation hereby approves the amendment of the Plan of Operation for the Division of General Services, Records Management Department, which was last amended by Resolution GSCS-71-95. The amended Plan of Operation for the Records Management Department is set forth in the attached Exhibit A.

CERTIFICATION

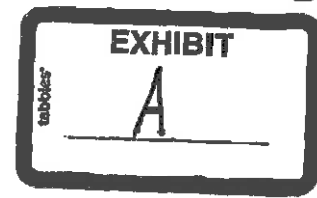
I hereby certify that the foregoing resolution was duly considered by the Government Services Committee of the Navajo Nation Council at a duly called meeting held at Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 4 in favor, 0 opposed, this 28th day of September, 2010.



Leonard Teller, Vice Chairperson
Government Services Committee

Motion: Roy Laughter
Second: Lee Jack, Sr.

RECORDS MANAGEMENT DEPARTMENT
PLAN OF OPERATIONS



I. ESTABLISHMENT

There is hereby established the Records Management Department, herein after (RMD), within the Division of General Services, herein after (DGS) of the Navajo Nation Government Executive Branch.

II. PURPOSE

To maintain and oversee vital, official government records and provide duplicating services for Navajo Nation branches, divisions, departments and programs and offices.

III. STAFFING AND ORGANIZATION

A. STAFFING

1. There is hereby established the position of Director-Program Supervisor of the Records Management Department. The Department-Director-Program Supervisor shall be under the general direction and guidance of the Executive Division Director of the Division of General Services.
2. The Department-Director-Program Supervisor shall be authorized to recommend additional professional, technical and clerical positions as needed to carry out the Department organizational purposes as stated herein. Additional positions shall be acquired in accordance with applicable Navajo Nation Personnel Policies and Procedures and applicable budget rules established for conducting the annual Navajo Nation budget process and shall in no way influence or pressure staff members on any political matters.
3. All personnel shall be employed and compensated pursuant to applicable Navajo Nation Personnel Policies and Procedures of the Navajo Nation.

B. ORGANIZATION

The organization chart for the Records Management Department is attached as Exhibit "B".

IV. RESPONSIBILITY AND AUTHORITY

The Department-Director-Program Supervisor and staff of the Records Management Department are hereby authorized and responsible to:

1. Formulate and implement the overall administrative and operating policies and procedures necessary for effective management of the pertinent records, documents, correspondences, etc. for the Navajo Nation Government.
2. Develop, organize, implement, administer, coordinate and monitor the following department sections:
 - Administration;
 - Records and Storage Section Archives & Public Records;

- Retention & Disposition
- Duplicating Section Publication & Duplicating Services:

3. Develop and provide the Navajo Nation Government with the latest technology and services in the area-field and discipline of Records Management.
4. Develop and recommend policies and procedures to the Government Services Committee of the Navajo Nation Council to be sanctioned for the proper and efficient management, indexing, archive, destruction, and storage of pertinent and vital Navajo Nation records.
5. Develop and recommend the establishment of a schedule for the classification and retention of records to the Government Services Committee of the Navajo Nation Council to be sanctioned for use by the Navajo Nation Government.
6. Develop and recommend a microfilm and ~~E~~electronic ~~h~~imaging process to the Government Services Committee of the Navajo Nation Council to be sanctioned for use by the Navajo Nation Government.
7. Provide a structured and set-scheduled postal and inter-office mail services, duplicating and publication service, specialized service and photocopying services to programs all branches, divisions, departments, programs and offices of the Navajo Nation Government.
8. Develop staff by ~~providing training and education in areas of responsibilities for the improvement of services~~ the competencies of staff through a structured Staff Development and Training program annually, utilizing Individual Development Plans, Training Needs Assessment(s) in respective areas of responsibilities for the effective and efficient delivery of services.
9. Supervise all assigned personnel and delegate authority as necessary.
10. Maintain the inventory control of transfer records and confer with department heads on the transfer of stored records.
11. Develop and recommend program plans and budgets.
12. Maintain a centralized duplicating service to the Navajo Nation branches, divisions, departments, programs and offices, as well as photocopier acquisition, upgrading and locating photocopiers in strategic areas, under Navajo Nation laws, Policies and Procedures that relate to ~~procurement~~ the Navajo Nation Procurement Code.

**RECORDS MANAGEMENT DEPARTMENT
PLAN OF OPERATIONS**

13. Maintain financing and maintenance agreements for all photocopier equipment acquired through this department, under Navajo Nation Laws, Policies and Procedures governing purchasing procurement.

V. LEGISLATIVE OVERSIGHT

The Government Services Committee of the Navajo Nation Council shall provide legislative oversight for the Records Management Department.

VI. AMENDMENTS

Sections I through V of the Records Management Plan of Operation may be amended by the Government Services Committee of the Navajo Nation Council as deemed appropriate or necessary.

RECORDS MANAGEMENT DEPARTMENT PLAN OF OPERATIONS

I. ESTABLISHMENT

There is hereby established the Records Management Department, herein after (RMD), within the Division of General Services, herein after (DGS) of the Navajo Nation Government Executive Branch.

II. PURPOSE

To maintain and oversee vital, official government records and provide duplicating services for Navajo Nation branches, divisions, departments, programs and offices.

III. STAFFING AND ORGANIZATION

A. STAFFING

1. There is hereby established the position of Program Supervisor of the Records Management Department. The Program Supervisor shall be under the general direction and guidance of the Executive Division Director of the Division of General Services.
2. The Program Supervisor shall be authorized to recommend additional professional, technical and clerical positions as needed to carry out the department organizational purposes as stated herein. Additional positions shall be acquired in accordance with applicable Navajo Nation Personnel Policies and Procedures and applicable budget rules established for conducting the annual Navajo Nation budget process and shall in no way influence or pressure staff members on any political matters.
3. All personnel shall be employed and compensated pursuant to applicable Navajo Nation Personnel Policies and Procedures.

B. ORGANIZATION

The organization chart for the Records Management Department is attached as Exhibit "B".

IV. RESPONSIBILITY AND AUTHORITY

The Program Supervisor and staff of the Records Management Department are hereby authorized and responsible to:

1. Formulate and implement the overall administrative and operating policies and procedures necessary for effective management of the pertinent records, documents, correspondences, etc. for the Navajo Nation Government.

2. Develop, organize, implement, administer, coordinate and monitor the following department sections:
 - Administration;
 - Archives & Public Records;
 - Retention & Disposition
 - Publication & Duplicating Services;
3. Develop and provide the Navajo Nation Government with the latest technology and services in the field and discipline of Records Management.
4. Develop and recommend policies and procedures to the Government Services Committee of the Navajo Nation Council to be sanctioned for the proper and efficient management, indexing, archive, destruction, and storage of pertinent and vital Navajo Nation records.
5. Develop and recommend the establishment of a schedule for the classification and retention of records to the Government Services Committee of the Navajo Nation Council to be sanctioned for use by the Navajo Nation Government.
6. Develop and recommend a microfilm and electronic imaging process to the Government Services Committee of the Navajo Nation Council to be sanctioned for use by the Navajo Nation Government.
7. Provide a structured and set-scheduled postal and inter-office mail service, duplicating and publication service, specialized service to all branches, divisions, departments, programs and offices of the Navajo Nation Government.
8. Develop the competencies of staff through a structured Staff Development and Training program annually, utilizing Individual Development Plans, Training Needs Assessment(s) in respective areas of responsibilities for the effective and efficient delivery of services.
9. Supervise all assigned personnel and delegate authority as necessary.
10. Maintain the inventory control of transfer records and confer with department heads on the transfer of stored records.
11. Develop and recommend program plans and budgets.
12. Maintain a centralized duplicating service to the Navajo Nation branches, divisions, departments, programs and offices, as well as photocopier acquisition, upgrading and locating photocopiers in strategic areas, under Navajo Nation laws, Policies and Procedures that relate to the Navajo Nation Procurement Code.

13. Maintain financing and maintenance agreements for all photocopier equipment acquired through this department, under Navajo Nation Laws, Policies and Procedures governing purchasing procurement.

V. LEGISLATIVE OVERSIGHT

The Government Services Committee of the Navajo Nation Council shall provide legislative oversight for the Records Management Department.

VI. AMENDMENTS

Sections I through V of the Records Management Plan of Operation may be amended by the Government Services Committee of the Navajo Nation Council as deemed appropriate or necessary.